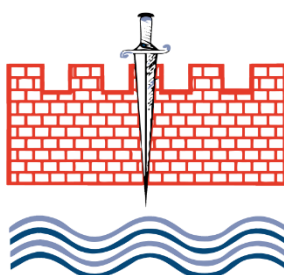




Shoeburyness High School
a member of
Southend East Community Academy Trust

ATTENDANCE POLICY APPENDIX



Shoeburyness High School

**'Building Strong Partnerships, Building Strong Community, Building
Strong Schools'**

Status:	Statutory
Updated:	May 2026
Next Review date:	July 2027
Reviewed and monitored by:	AHT for Attendance
Lead Member of Staff:	J. Ballard

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every student has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.

We will also support Parents/Carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Attendance Targets

The school sets attendance targets each year. These are agreed by the Headteacher and Attendance Officer to ensure we are in line with the National Average. The targets are challenging yet realistic and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

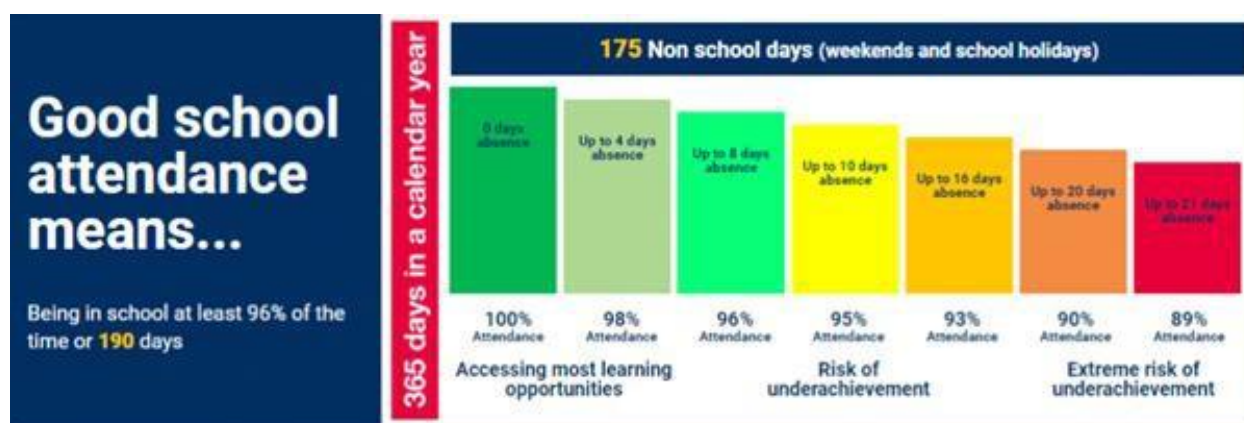
The school's attendance target for 2025-2026 is **96%**. Attendance Matters at Shoeburyness High School!

Why Attendance and Punctuality Matter?

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child reaches 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.



2. Legislation and Guidance

This appendix meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

- Amendment to Southend City Council's Code of Conduct under the Provision of the Education (Penalty Notices) Regulations 2004 (September 2022).

3. Roles and

Responsibilities The Academy

Committee

The Academy Committee is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

3.1 The Headteacher with the Designated member of the Senior Leadership Team, Joanne Ballard, Assistant Headteacher responsible for the strategic approach to attendance

The Headteacher with the Designated member of the Senior Leadership Team is responsible for:

- The implementation of this appendix at the school.
- Monitoring school-level absence data and reporting it to Governors.
- Supporting staff with monitoring the attendance of individual students.
- Issuing fixed-penalty notices, where necessary via the Local Authority.

3.2 The Attendance Team

The School Attendance Team:

- Monitors attendance data across the school and at an individual student level.
- Reports concerns about attendance to the Headteacher.
- Works with The Local Authority Attendance Team to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the Headteacher when to issue fixed-penalty notices.
- take calls from parents/carers about absence and record it on the school system

3.3 Class Teachers/Form Tutors

Class Teachers/Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on BromCom within the first 10 minutes of each lesson.

4. School procedures

All Parents/Carers on admission to the school sign a copy of the Home School Contract which states that Parents/Carers will ensure their children attend regularly and punctually.

4.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this record. The attendance register will be taken at the start of every lesson during the day. It will mark whether every student is:

- Present
- Absent

Any other mark will be added by the Attendance Team members.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students at Shoeburyness High School must arrive in school and be ready for Period 1 by **8:25am** on each school day.

The register for the first session will be taken at **8:30am** and will be kept open until **9:00am**.

Any student arrivals after this time in the morning will result in a 'U' code (unauthorised absence) for the morning sessions.

The register for subsequent sessions will be taken within the first 10 minutes of the lesson.

5. Unplanned Absence

Parents/Carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – before 8:30am that day.

The school can be informed of the absence by:

- Submitting the information on the Studybugs App
- Contacting the school office on 01702 292286 or email the school attendance team via attendanceofficer@shoeburyness.secat.co.uk

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask Parents/Carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

5.1 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as proof of the appointment is given and the student's Parent/Carer notifies the school in advance of the appointment.

Parents/Carers can inform the school of an absence for a medical/dental appointment via the Attendance Team email.

However, we encourage Parents/Carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's Parent/Carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.2 Lateness and Punctuality

Poor punctuality is not acceptable, and can sometimes lead to irregular school attendance patterns. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Students who arrive late disrupt learning and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work.

Registers open at **8.30am**

Registers close at **9.00am**

A student who arrives late, but before the register has closed, will be marked as **late (L)**.

In accordance with the new Government regulations, a student who arrives after the register has closed at 9:00am will also be marked as **late (U)** and this will affect the student's overall attendance, learning and academic progress. Children who regularly arrive at school late will be monitored by the Attendance, Form Tutors, Heads of Year and Pastoral Team who will contact Parents/Carers as regular lateness has a detrimental effect on their attendance, learning and academic progress.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings if hits the trigger of **10 sessions in 10 weeks**. If your child has a persistent lateness record, you may be asked to meet with a member of the attendance team and/ or pastoral team, but you can approach us at any time if you are having difficulties getting your child into school. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class, year group and individual punctuality.

Following Up Absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

- 5.2.1 Parents/Carers will be contacted on the day of the absence by the school by text, email and/or phone call.
- 5.2.2 Where no contact has been made with the Parent/Carer on the first day of absence the school will mark this as an unauthorised absence.
- 5.2.3 If the school are **concerned about the child's absence** and are unable to contact the Parent/Carer, we may carry out a **home visit** and contact the children's emergency contact and/or **other professionals or contacts of the family** who we may reasonably expect to be able to advise us of the child's whereabouts.
- 5.2.4 If the absence continues we will:
 - Write to you if your child's attendance is below 95%/causing concern and/or where punctuality is a concern. This equates to 10 days/55 hours of lost learning.
 - Arrange a meeting so that we may discuss the situation and work together with you with a member of the attendance team/ pastoral year manager/ representative from the Local Authority and/or Assistant Headteacher responsible for attendance
 - Create a personalised action/support plan such as an attendance contract, to address barriers to attendance and make clear each person's role in improving the attendance patterns of your child
 - Offer signposting support to other agencies or services, if appropriate
 - Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

5.3 Reporting to Parents/Carers

Parents/carers are informed of their child(ren)'s attendance via the My Child At School (MCAS) app. This includes information on the total % of attendance, any unauthorised absences and the school attendance target. Attendance information is also shared with parents/carers at Parent/Carer Consultation sessions where necessary. Any attendance triggers (going below a certain % or above are reported via the Studybugs App.

6. Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a Parent/Carer. For example, if a child has been unwell and the Parent/Carer writes a note or telephones the school to explain the absence.

Only the school can make an absence authorised. Parent/Carers do not have this authority. Consequently, **not all absences supported by Parent/Carers will be classified as authorised.**

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

An absence is unauthorised if a child is away from school without good reason, even with the support of Parent/Carer, such as a shopping trip or for a birthday.

An absence is unauthorised if a child has low attendance which is being monitored at Level 2 and medical proof is not supplied by the Parent/Carer to evidence the absence. Medical evidence could be seeing the prescribed medicine, seeing the child's prescription, a doctor's or hospital letter or an appointment card etc. The school can provide the Parent/Carer with a medical form which can be completed and signed by a Doctor.

6.1 Approval for term-time absence

The Government issued new regulations in August 2024 regarding Leave of Absence; Education (Student Regulations) (England)(Amendment) Regulations 2013 is now The School Attendance (Pupil Registration) (England) Regulations 2024.

Headteachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application. Parents do not have any entitlement to take their children on holiday during term time.

Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** can include:

- Illness and medical/dental appointments (see section 4 for more detail).
- Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the student's Parents belong. If necessary, the school will seek advice from the Parents' religious body to confirm whether the day is set apart.
- Traveller students travelling for occupational purposes - this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus People, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the student is attending educational provision.

The Education Act 1996 makes it a criminal offence for a Parent or Carer to 'fail to secure their child's regular attendance at the school.'

If a Parent/Carer does need to request leave of absence for exceptional circumstances, they must complete a form available from the School Office.

6.2 School attendance and the law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

6.3 National framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10 school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

There is no entitlement in law for students to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Southend-on-Sea's Code of Conduct, in respect of each parent believed to have allowed the absence.

At Shoeburyness High School 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

The school or Local Authority can fine Parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each Parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority. Penalty notices can be issued by a Headteacher, Local Authority Officer or the police. The decision on whether or not to issue a penalty notice may take into account:

- a. The number of unauthorised absences occurring within a rolling academic year.
- b. One-off instances of irregular attendance, such as holidays taken in term time without permission.
- c. Where an excluded student is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

Southend Borough Council as directed by the Department for Education:

Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19th August 2024**.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:
£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

Second Offence (within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:
£160 per parent (who allowed the holiday), per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court.

Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

7. Strategies for Promoting Attendance

- Students will be updated with attendance progress in weekly assemblies and display boards.
- Half termly rewards for the class in each Key Stage with the highest attendance.
- Rewards for 100%/ improving attendance for the year.
- Individual rewards for improving or consistently good attendance.

8. Attendance Monitoring and support

The Attendance Team monitor student absence on a daily basis and report to relevant staff on a weekly basis. The school also utilises Power BI via its Management Information System (MIS) to identify trends and track key groups of students.

The Attendance Team works closely with Parent/Carers to support regular attendance in school.

If the school has concerns over students' attendance, the Attendance Team will contact Parents/Carers to discuss these concerns. If after contacting Parents/Carers, a student continues to have regular absences, we will invite the parent/carer to attend a meeting with the Attendance Team in school and/or a representative of the Attendance Team at the Local Authority.

Level 1 - If a child has a repeated number of unauthorised absences, or when attendance falls below 95%, the Parent/Carer will be contacted by the Attendance Team and the child's attendance will be monitored for a period of 4 weeks with the expectation of 100% attendance. If it does not improve, the case could escalate to Level 2 and the Parent/Carer will be made aware of this.

Level 2 - When attendance falls below 90% or meetings at Level 1 do not succeed in improving the child's attendance, the school will then contact the Local Authority Attendance Service, who will attend further meetings at school, along with the Parent/Carer and a member of the Attendance Team. Targets will be set and reviewed at 4 weekly intervals. At this stage, the Parent/Carer will be asked to provide medical evidence for any further absences. Once attendance targets are met and the Parent/Carer understands the importance of children attending school regularly, the case will return to Level 1 and be monitored in school by the Attendance Team. If after 2 reviews, the child's attendance does not improve and targets are not met, the case could escalate to Level 3.

Level 3 - If the attendance targets are repeatedly not met at Level 2, the child's case will escalate to Level 3. The Local Authority Attendance Service then take the lead role and commence home visiting and seek to ensure that the Parent/Carer understands the seriousness of the situation. The Local Authority will make it very clear that if the child does not begin to attend school regularly, the family are likely to face a fine or court proceedings.

Student-level absence data is collected each term and published at National and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with the Academy Committee members.

The Attendance Team reports weekly to the Headteacher and Senior Team through an Attendance Report including information on attendance of the whole school, individuals and key groups of children, and termly to members of the Trust.

We use data to monitor, identify and support individual students or groups of students when their attendance needs to improve, and schools are required to submit student attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent students are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

8.1 Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A student is defined by the government as a “**persistent absentee**” when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parents to resolve this. All students who have attendance levels of 90% or below are considered to be a persistent absentee.

A student who has missed 50% or more schooling is defined by the Government as ‘**severely absent**’. Students within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

9. Deletion from roll

For any student leaving Shoeburyness High School other than at the end of year 11/13, parents/carers are required to complete a ‘Pupils moving from *school*’ form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our students, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the student and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the student being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that student, and in any event no later than the time at which the student's name is deleted from the register. This duty does not apply when a student's name is removed from the admission register at a standard transition point – when the student has completed the final year of education normally provided by that school.

10. Links with Other Policies

This appendix is linked to our Child Protection and Safeguarding policy, Admissions policy and SECAT's Attendance Policy.

This appendix will be reviewed annually.

Department for Education Attendance Codes – from August 2024

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure